

FINANCIAL AND ADMINISTRATIVE SERVICES

PROGRAMS

	2009-10 Actual	2010-11 Budget	2011-12 Adopted	2012-13 Projected
Administration				
Provides financial management for all City funds and transactions; administers debt policies; develops long range financial plans and oversees internal controls, financial policies and procedures.				
<i>Appropriation</i>	624,043	642,498	706,977	730,167
<i>Full Time Equivalent Positions</i>	4.0	3.5	4.5	4.5

Accounting

Maintains an accounting system in accordance with generally accepted accounting principles; provides payroll and related services along with capital asset and contract management. Coordinates financial audit function.

<i>Appropriation</i>	487,630	562,184	564,887	579,374
<i>Full Time Equivalent Positions</i>	6	6	7	7

Collections

Prepares all required notices/invoices and collects all City revenues including business privilege licenses, parking tickets, street assessments, user fees and utility payments, including Stormwater, Water and Sewer and Solid Waste payments.

<i>Appropriation</i>	1,332,270	1,440,465	1,272,901	1,301,624
<i>Full Time Equivalent Positions</i>	18.5	18.5	15.5	15.5

Financial Reporting

Prepares reports on the financial condition of the City, including the Comprehensive Annual Financial Report and reports for State agencies; Provides grant management assistance, monitoring of the City's debt portfolio and coordinates the risk management program.

<i>Appropriation</i>	302,973	328,629	280,203	289,053
<i>Full Time Equivalent Positions</i>	4.0	4.0	3.5	3.5

Purchasing

Purchases materials, supplies and equipment for all City departments; awards purchase and service agreements; conducts the bidding process for all contracts except construction contracts; arranges and conducts the sale of surplus property.

<i>Appropriation</i>	440,822	453,678	536,494	547,645
<i>Full Time Equivalent Positions</i>	7	6	5	5

Treasury

Provides cash and investment management to meet the City's liquidity needs along with preservation of principal balances; provides accounts payable and accounts receivable services and supports electronic commerce initiatives for banking and cash receipts/disbursements.

<i>Appropriation</i>	566,896	603,320	598,304	561,969
<i>Full Time Equivalent Positions</i>	8.00	8.00	7.55	7.55

Departmental Objectives

- Provide quality and timely financial reports, services and products to all customers and partners.
- Partner with the community by effectively informing citizens of financial information and maintaining good community relations.
- Process mission critical services timely.
- Ensure department staff is adequately trained and strive to match the department staff to the overall City population diversity.
- Utilize available technology to improve processing of services and disseminating financial information.
- Maintain or improve the City's financial environment by enhancing the ability to fund service and budget priorities and manage financial resources in an efficient manner while promoting accountability for resource usage.

PERFORMANCE MEASURES

	2009-10 Actual	2010-11 Budget	2011-12 Adopted	2012-13 Projected
Efficiency Measures				
• % of audited privilege licenses in compliance with Code	N/A	90%	90%	90%
• % of bid opportunities available to local businesses	N/A	95%	95%	95%
• % check requests entered within 48 hours of receipt	N/A	95%	95%	95%
Effectiveness Measures				
• Tax-supported debt per capita	N/A	\$652	<\$1,000	<\$1,000
• % of minimum General Fund undesignated Fund Balance	N/A	9%	9%	9%
• City general obligation bond rating	AAA/AAA/AAA	AAA/AAA/AAA	AAA/AAA/AAA	AAA/AAA/AAA
• Revenue bond rating	AAA/AA2/AA+	AAA/AA1/AAA	AAA/AA1/AAA	AAA/AA1/AAA
• Certificate of participation rating	AA+/AA1/AA+	AA+/AA1/AAA	AA+/AA1/AA+	AA+/AA1/AA+
• % Parking tickets collected	N/A	75%	75%	75%
• % Miscellaneous billing collected	N/A	99%	99%	99%
• % Assessments collected	N/A	75%	75%	75%
• % Stormwater/Solid Waste (Cycle 8) Collected	N/A	75%	75%	75%
• GFOA financial reporting standard met	Yes	Yes	Yes	Yes

BUDGET SUMMARY

	2009-10 Actual	2010-11 Budget	2011-12 Adopted	2012-13 Projected
Expenditures:				
Personnel Costs	3,049,677	3,101,740	2,921,489	3,011,555
Maintenance & Operations	697,287	929,034	1,038,277	998,277
Capital Outlay	7,670	0	0	0
Total	3,754,634	4,030,774	3,959,766	4,009,832
Total FTE Positions	47.50	46.00	43.05	43.05
Revenues:				
Licenses/Permits	3,116,231	3,184,000	3,198,000	3,298,000
Internal Charges	37,068	37,500	149,150	149,150
All Other	201,343	240,400	345,500	345,500
Subtotal	3,354,642	3,461,900	3,692,650	3,792,650
General Fund Contribution	399,992	568,874	267,116	217,182
Total	3,754,634	4,030,774	3,959,766	4,009,832

BUDGET HIGHLIGHTS

- The FY 11-12 budget is decreasing \$71,008 or 1.8%.
- Approximately \$104,000 in reductions were made to the base budget by cutting roster wages, overtime, and various M&O items. Another \$85,200 is from the allocation of portions of various positions to other funds (20% of one Financial Reporting Manager to General Insurance Fund; 15% of two Accountants, 10% of one Accountant Tech, and 35% of one Assistant Treasury Manager to the Debt Service Fund). One Assistant Purchasing Manager and two Delinquent Revenues Collectors are being eliminated in FY 11-12.
- The reductions are being offset by an increase of \$166,610 for the creation of a Central Contracting Office. Of this, \$111,610 will be funded through an internal service charge to Water Resources.
- In response to the City Council directive to maintain the current tax rate, the budget is increasing privilege license fees for Internet Sweepstakes establishments. This new fee structure includes a location fee as well as a per machine fee and is estimated to generate \$200,000 in additional revenue.
- In FY 10-11, Finance added a Principal Analyst position.